

SECONDED POSITIONS

Position Name: Executive Officer	Employment Regime: Seconded	
Ref. Number: LIBHM03	Location: Tripoli, Libya	Availability: 5 April 2022
Component/Department/Unit: Head of Mission	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Executive Officer reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To support the HoM in performing the daily activities, including supporting the CoS in managing the HoM Office;
- To supervise the HoM Executive structure;
- To maintain a registry of all official contacts with the Mission;
- To ensure that advice and information provided for the HoM by Mission offices and Mission staff is coordinated with all relevant components of the Mission prior to its submission to the HoM;
- To ensure close cooperation with the CoS and/or other relevant Mission staff, drafting plans, directives, SOPs, orders and instructions to be approved and/or issued by the Head of Mission;
- To coordinate and liaise with relevant Mission components as deemed appropriate by the HoM;
- Under the direction of HoM , to maintain contacts with local authorities, governmental organisations, non-governmental organisations and other external counterparts to collect and disseminate information;
- Act as best practice and lessons learned officer for the Mission;
- Act as a focal point for diplomatic protocol issues;
- To assist in Mission reporting and communication.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree **OR** equivalent; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to organise all senior staff work at strategic level;
- Proactive and stress-resistant;
- Administrative skills (office management, event planning, project management).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French.